

Instructions for completing the Electrical Application for Training, Plan Review, or Inspection (Form SBD-10822)

Note: Mail the complete application, check, and any accompanying information to the address on the top of the form.

Training Requests:

1. The party requesting the training is "Customer 1". Please provide the requested information.
2. Please provide the requested "Project Information". The Project/Site Name" and address is the location proposed training site.
3. Please provide driving directions and the proposed training topic. This information may be included in the "Scope of Work" portion of the application.
4. The fee is \$100 per hour of training. Multiply the requested number of hours by \$100. Make checks payable to Department of Commerce. Attach the check to the bottom of the form.

The department will forward your request to the electrical section chief for assignment. The staff person assigned to provide your training will contact you within 10 days to confirm your request and finalize the arrangements.

Application for Inspection of a Farm Project or Special Inspection Request:

1. The owner of the site or facility is "Customer 1". Please provide the requested information.
2. The electrician is "Customer 2". Please provide the requested information.
3. For a Farm Inspection Request, the utility agricultural representative in the project area is Customer 3. Please provide the requested information.
4. For other than a farm inspection, Customer 3 may be the designer, owner's representative or other individual associated with the project. Please provide the requested information.
5. The minimum fee is \$100.00 per inspection. Submit the minimum fee with each application. The Department will bill the payee or other designated customer for the total fee once the inspection has been made. The total fee is calculated in accordance with Comm 2.04-(2). Currently the fee per hour is \$60 during normal business hours. And additional amount will be added to cover travel time, mileage, and other expenses related to the inspection. Make checks payable to Department of Commerce. Attach the check to the bottom of the form.
6. Please provide the details of the proposed project. Include a written proposal and applicable plans or drawings. You may attach this information to the application.

The department will forward your request to the electrical section chief for assignment. The staff person assigned to make the inspection will contact you within 10 days to confirm your request and finalize the arrangements.

Plan Review Application:

1. The owner of the site or facility is "Customer 1". Please provide the requested information.
2. The electrician is "Customer 2". Please provide the requested information.
3. "Customer 3" may be the designer, owner's representative or other individual associated with the project. Please provide the requested information.
4. The plan review fee will be assessed based on Comm 2.04-(1). This fee is currently \$60.00 per hour. The minimum fee is \$60. The minimum fee shall be paid at the time a plan review is requested. The department will bill the payee or other designated customer at the time the plan review is completed. The complete fee shall be paid prior to returning the approved plans to you.
5. Please provide the details of the proposed project. Include a written project description and applicable plans or drawings. You may attach this information to the application.

The department will forward your request to the electrical section chief for assignment. The staff person assigned to review your plans will contact you within 10 days to confirm your request. Your plans will be reviewed within 10 days of our receipt of complete information on the project.